

City of Lowell
Job Posting
Please Post: January 29, 2016
Deadline: February 12, 2016
Department of Public Works
SSR Compliance Technician

Job Title: Single-Stream Recycling (SSR) Compliance Technician (2500-TP, 2239)
Department: SW&R Office, div. Department of Public Works
Reports To: Solid Waste/Recycling Coord.
Salary: \$15.00/Hr; \$16,000/Yr x 24 Month Grant position

SUMMARY

The goal of the SSR Compliance Technician is to reduce the quantity of contamination and increase quality of recycling that is collected in the City of Lowell's municipal curbside recycling program. This will be accomplished through an education and enforcement program to insure that eligible City residents are separating acceptable/appropriate recyclables from trash to the fullest extent possible, and placing them curbside for collection. The SSR-C.T. will carry out enforcement activities in conjunction with an outreach campaign to notify residents of the City's intent to maximize recycling and to explain the benefits of recycling to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead team in creating collateral (stickers, flyers, door hangers, mailers)
- Administrative oversight of grant and timely filing of required reports.
- Coordinate functions with hauler/contractor crews.
- Suggested hours are 6:30-10:30 AM, Mon thru Fri. (i.e. 20 hrs per week)
- Conduct focused outreach/enforcement (EOW) in pilot zone [Fri/Blue].
- Assist with other SW&R Office functions as needed.
- Staff MATERIAL SATURDAY (monthly drop-off event) – on rotating basis.
- Participate in waste audits (Characterization) at MRF.

Outreach and Publicity

Assist with the preparation and implantation of a communications plan that includes: information on when the enforcement program will be introduced; what communication tools will be used to announce the program (e.g. press releases, municipal web site information, billing inserts, direct mail, sandwich boards, notices at community centers, public access cable TV announcements, etc.); who to contact with questions about the program; what is required to be in compliance; what is considered non-compliance; why the program is being implemented.

Establish Baseline Information

Collect baseline recycling information that will be used to benchmark the progress of the recycling enforcement program. These efforts should provide a community wide comparative baseline and identify at least 2 routes where setout rates will be tracked by the Coordinator for the term of the grant contract.

Conduct Enforcement

Implement the enforcement procedures by conducting regular inspections of all routes. Document the number of residents found in compliance and the number found out of compliance. Take appropriate enforcement actions for those residents found to be out of compliance with the recycling program. Issue

trash/recycling fines (in accordance CH 270) to homeowners who fail to comply with the Mass-DEP Waste Bans.

Track and Report Results

Use baseline data, enforcement data, and subsequent recycling/solid waste tonnage to assess the quantitative impact of the enforcement program on the municipality's recycling program. Conduct a follow-up recycling set-out rate survey for the 2 collection routes for which baseline set-out rates were established.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Ability to collect and analyze records and data for municipal solid waste, recycling and related program information and to develop and convey conclusions about the effectiveness of program design and implementation. Strong understanding of the Commonwealth of Massachusetts goals on solid waste management and recycling, and local and state regulations pertaining to them. Must possess strong written and verbal skills, have demonstrated experience with computers and computer software, possess a valid Massachusetts driver's license, and own a registered motor vehicle. Experience in the field of waste management, recycling or related municipal program management, or educational equivalent such as a degree related field. Bilingual a plus. Proficient in Microsoft Excel, Outlook and Word.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to work with a diverse population, maintaining professional and helpful attitude while educating stakeholders and helping them resolve issues.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to develop and implement plan from concept to statement of scope, time line and resource budget. Ability to manage multiple activities at the same time, managing details and following through and completing tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision

abilities required by this job include close vision, distance vision, and color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions, and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer who requires a physical with drug screen and CORI, post offer.

Qualified individuals send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ February 12, 2016. Applicants may also send resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer